



Your health and safety are of utmost importance to APU. In order to experience a safe and healthy study abroad program there are many resources available to you. Read through the items below and take all necessary steps ahead of time to prepare for your travels. While abroad you will continue to be held accountable to APU policies and are expected to adhere to local laws.

**Medical Insurance: Undergraduate Students (for NON Leave of Absence Students Only)**

APU provides international medical insurance through ACE American Insurance Company with Europ Assistance (NOT available for students taking a "Leave of Absence" from APU during their study abroad term). This is included in your program costs if you are not taking a Leave of Absence from APU. This plan requires you to contact them any time you have a medical emergency and when you simply need to go to the doctor or get medication. Once contacted, they will work with you to know if you will need to pay out-of-pocket for any medical expenses and then turn in a claims form for reimbursement or if they will be able to cover your needs immediately. Prior to departure, participants will receive an email with an attached document with all needed insurance & contact information.

**Travel Insurance (for non-medical issues, i.e. lost/stolen items, etc)**

Limited travel insurance is provided for non-Leave of Absence (LOA) students with the standard insurance package provided. It is the responsibility of the study abroad program participant to be knowledgeable of the coverage given and obtain additional travel insurance if so desired.

**Immunizations**

APU requires all students to follow the U.S. Health requirements as given by the Center for Disease Control. Visit <http://wwwnc.cdc.gov/travel/destinations/list.htm> and click on the country of your destination to find all immunization requirements and recommendations. CDC 'required' immunizations require students to be able to show verification of the vaccination. If the immunization is listed as 'recommended' then the study abroad participant must discuss it with family & loved ones and decide together if they will choose or not choose to get that immunization.

**Contact Information**

**APU On-Campus Information:**

CGLE Director of Study Abroad: Carrie Ullmer  
Associate Vice President, Internationalization: Dr. Matt Browning  
APU Campus Safety  
Center for Global Learning & Engagement/Study Abroad:  
Azusa Pacific University • 701 E. Foothill Boulevard • PO Box 7000 •  
Azusa • CA • 91702  
US Dept of State Citizen Emergency Center: US (888)407-4747, Outside US 1(202)501-4444

Cell (626) 536-9103 [cullmer@apu.edu](mailto:cullmer@apu.edu)  
[mbrowning@apu.edu](mailto:mbrowning@apu.edu)  
(626) 815-3898  
Phone: (626) 857-2440  
Fax: (626) 857-2444  
[studyabroad@apu.edu](mailto:studyabroad@apu.edu)

**Program Information: (Participants are responsible for acquiring this information to have their first day of arrival.)**

Program Director Name/Info:

On-Site Contact Name/Info:

Other On-Site Contact Name/Info:

In-Country U.S. Embassy Location & Contact Info:

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## Study Abroad Participant Conduct

All study abroad participants (students and non-students) are subject to adhere to the APU "Student Standard of Conduct". Each participant is required to sign agreement to this policy through the Study Abroad Student Agreements Form. You can access the full Student Standard of Conduct at: <http://www.apu.edu/studentlifeoffice/policies/conduct/>

## U.S. Department of State Registration (for NON Leave of Absence Students Only)

CGLE/Study Abroad will register you & your group with the US Department of State's Travel Registration website **if** you are **not** taking a Leave of Absence for your study abroad program. You will receive an email from the Dep. of State website, notifying you when you have been registered. If you choose, you may create an account of your own at <https://travelregistration.state.gov/ibrs/ui/>, and make any changes/updates you wish (extending travel dates, inputting personalized contact information, etc). Otherwise, your travel dates and destinations will be defaulted to that of your study abroad program's group information as stated on your Confirmation Report. Your registration informs the U.S. Department of State of your presence in your designated country. Should an emergency occur, being on that list would ensure that the US government would contact you (using only the contact information you add to your log-in account) with evacuation or other pertinent information in conjunction with the US embassy of the country you are in.

## Preparing your individual Emergency Action Plan

It is the responsibility for all Study Abroad participants to be proactive in planning for their health and safety by preparing their own Emergency Action Plan. Visit the links below and prepare your own Emergency Action Plan with your study abroad program BEFORE your departure and fill in any missing in-country information instantly upon arrival in-country.

- Center for Global Education Website - SAFETI program, checklists & print your own emergency card: <http://www.studentsabroad.com/>
- Review & follow the OSAC Security Guidelines: <http://www.osac.gov/Reports/report.cfm?contentID=30027>
- Visit the US Department of State [http://travel.state.gov/travel/travel\\_1744.html](http://travel.state.gov/travel/travel_1744.html) for information on emergencies while abroad and read their "[Travel Warnings, Public Announcements & Consular Information Sheet](#)" for your intended location.
- CIA World Factbook: <https://www.cia.gov/library/publications/the-world-factbook/>

## Travel Safety Tips to Follow

In ADDITION to the tips given in the section above, while a part of a study abroad program, you should:

- Inform your program staff immediately of any situation or person that causes you to feel in any way uncomfortable, threatened or demonstrates potential sexual harassment threats or assault.
- Give your travel & continual where-about information to others: Program participants, family, On-site Staff
- Carry phone numbers of in-country and U.S. staff with you
- Always carry a photocopy of your passport and keep the original safe
- Travel in groups
- Learn about the local laws abroad and obey them – you are subject to their laws as well as APU policies.
- Stay away from large group gathering, protest demonstrations & high risk activities.
- Be aware of the effects alcohol & drugs can have on your own and other's judgment and can lead to *serious* consequences.
- Be proactive to take care of your health and safety taking *preventative* measures to avoid unsafe situations.

## Incident Report

APU wants to know and hear about your experience. Be sure to make the CGLE aware of ANY situation that occurs while you are abroad. Students can communicate with their program director, on-site director or CGLE faculty or staff to complete an Incident Report to ensure that each situation is documented, investigated and handled in a thorough manner.

All Study Abroad Directors have access to APU's International Emergency Action Plan (IEAP) that details APU policies on emergency protocol. The IEAP was offered to you in your original acceptance email and remains available to you at any time by requesting an electronic copy be sent to you by emailing [studyabroad@apu.edu](mailto:studyabroad@apu.edu).